

BINDERY HANDBOOK – BOX ORDERS

In the assessment process, it may be determined that some library materials cannot be repaired due to various condition problems. Enclosures can be ordered from the bindery to protect these pieces in the collection and continue to make them available to patrons.

Specifications for all of the enclosures that the bindery offers can be found on their web site: www.thehfgroup.com. The most commonly used enclosures for our purposes are the KASEBox clamshell and the KASEBox portfolio. In some cases, we have ordered the bindery's custom hinge boxes which can also be found on the web site.

MATERIALS NEEDED:

Box jig – Room 44

Computer with StorPak software downloaded from: www.thehfgroup.com web site

Go to: Enclosures

Fluted Products

KASEBox Enclosures

Ordering Instructions

Data Entry Download

Computer with Voyager circulation module software

Barcode scanner

Double barcodes

Library location stamps

Library routing streamers

1. Each item that needs a box will be measured in millimeters in the box jig. Measure the height, width, and spine of each piece, adding 2 millimeters to each dimension. Enter the measurements in the StorPak database. Fill in all fields for each piece in a consistent format for imprint on the spine. The fields have a character limit; abbreviate the title and other information as necessary.

Note the specifications for limits on box sizes:

KASEBox Clamshell:

Smallest:

HEIGHT: 102mm (4") WIDTH: 76mm (3") SPINE THICKNESS: 20mm (3/4")

Largest:

HEIGHT: 610mm (24") WIDTH: 381mm (15") SPINE THICKNESS: 102mm (4")

KASEBox Portfolios:

Smallest:

HEIGHT: 102mm (4") WIDTH: 76mm (3") SPINE THICKNESS: single sheet

Largest:

HEIGHT: 610mm (24") WIDTH: 381mm (15") SPINE THICKNESS: 19mm (3/4")

2. An order of approximately 30 boxes is the norm. This number, as an average, moves books out in a timely way. The box maker at the bindery says that this quantity is good for their production and it is efficient for processing upon return.
3. Save the order and name it using the date, i.e. storpak#111207 (order Nov. 12, 2007). This will serve as the order number for future reference. Print out the order. Keep a file of all StorPak orders.
4. Email the order to: kasemake@thehfgroup.com as an attachment. In the subject line of the email provide your name, where it should be delivered, i.e Rm 44, and the StorPak order number. Ask the bindery to label each package of a completed order with this information. The bindery will acknowledge receipt of the order. Note when you sent it and when they confirmed the order on the printout copy.
5. Shelve the order until it is filled and delivered. Several orders might be placed before they are filled and returned, so place each order on a separate shelf and mark it with the order number. Box orders are delivered with the binding shipments. However, do not expect a two week turn around.
6. Upon delivery, unpack the boxes and order them by call number. Note the total number of boxes in the order with the total number of boxes received in the shipment. Match each book in the order with its box. This process will verify the author/title/call no. information on the box with the book. It is important to check the marking and fit. The book should fit comfortably inside the box without being forced but the book should not slide in the box.
7. If the box fits properly and the author / title / call no. information is correct, prepare the box for the shelf. Barcode the box and the book with matching numbers using a double barcode.
8. Note the location of the book.
 - Books with Oak St. streamers are being transferred to the high density storage facility. Stamp the inside of the box with the Oak St. location stamp. Leave the Oak St. streamer in the book so that it is visible when the box is closed. Take all Oak St. boxes to the Bookstacks office for further processing (Susan Hill).
 - Books with green streamers should be returned to their original location as specified on the green streamer and in Voyager. Stamp the inside front cover of the box with the library location stamp (eg. Bookstacks or a departmental library). Insert a blue routing streamer in the boxes returning to departmental libraries and put them on the "Out to Shipping" shelf in Rm.44. Books returning to Stacks do not need routing streamers. Place them on the STX truck or the STX shelf in Rm.44 for pickup.